

EXHIBIT A – SCOPE OF WORK

IRRIGATION MAINTENANCE SPECIFICATIONS

GENERAL REQUIREMENTS

A. Intent

The intent of these specifications is to describe and cover all labor, materials, equipment and services necessary for the performance of irrigation maintenance services.

B. Work Included

The work includes, but may not be limited to; irrigation system maintenance and repairs. Frequency of the above listed activities is specified on the Annual Maintenance Schedule (Exhibit B). A single frequency indicates the completion of the specified activity for the entire contracted site. Irrigation scheduling will be coordinated by Park Operations staff through the use of a centralized irrigation system (Maxicom).

C. Time of Performance

The services of the Contractor shall commence on January 1, 2008, and terminate on the last day of 2008. Prior to the expiration of the term of this Agreement the City may exercise an option to renew said Agreement for a period of two (2) years provided that 1) the Contractor is in compliance with the terms and conditions of the Agreement and, 2) that the annual payment is cost effective as determined by the City and, 3) that sufficient funds have been appropriated by the City Council. Two renewal options are permitted within this contract. The total term of this Agreement shall not exceed five (5) years.

Should renewal of this agreement occur the City is open to discussion of a price increase not to exceed the Consumer Price Index (CPI) for the most recent completed year. The City reserves the right to cancel said agreement upon 30 days written notice to the selected supplier.

D. Additional Services

If the Contractor agrees to perform additional services outside the scope of work described in the maintenance contract, this work and the associated cost will use the same pricing structure as demonstrated in the initial proposal approved by the City. All guidelines set forth in the service contract, specifications, attachments, and technical requirements shall be followed. Any additional work, including "As Needed" shall be mutually agreed upon and provided as an addendum to this agreement. A separate quote must be provided prior to commencement of work. Invoicing will be against a Blanket Purchase Order number set up to cover approved incidental expenses.

E. Non-Performance Penalties

In the event of non-performance of any task outlined in the Annual Maintenance Schedule (Exhibit B), the Contractor agrees to pay and authorizes the City to deduct from any money due or coming due to the Contractor, the sum equal to five percent of the monthly billing amount for each calendar day of non-performance. The City in the course of paying each specific invoice will identify any such deductions. Reasonable efforts will be made to notify and resolve non-performance issues with the Contractor but the City will not be required to give notice prior to such deductions.

F. Definitions

Owners, Parks and Recreation Department, City, and/or City of Redmond and their authorized representatives shall be understood to mean one and the same.

Project Administrator shall be the City of Redmond Parks and Recreation Department duly authorized representative.

Approved equal or equivalent, as hereinafter used, shall mean a material or method equal to or better than the required materials or methods.

As shown shall mean as shown on the Contract drawings or maps.

Specifications shall mean these specifications, the "Maintenance Specifications" and all addenda thereto.

G. Site Visitation

As a requirement for the acceptance of a Bid Proposal, the Contractor or authorized representative shall attend a scheduled walk-through of the locations noted in this bid request. The date and times of the scheduled site visits are noted in the cover letter that accompanies this bid proposal. Potential contractors must RSVP permitting the City to successfully facilitate these site visits. By submitting a bid, the Contractor acknowledges that they have been satisfied as to the nature and location of the work.

I. Waste Sites

The Contractor shall select their own sites for disposal of debris and unsuitable materials collected under the conditions of this contract. In no case shall debris and unsuitable materials be disposed upon the contracted site or any property contiguous thereto. It shall be the responsibility of the Contractor to pay all fees and costs incurred in the disposal of waste material.

J. Invoicing

The Contractor providing services must submit an invoice for services rendered to the Parks and Recreation Department. The Contractor shall invoice only for services rendered. Invoice(s) shall be delivered to:

City of Redmond
Accounts Payable – 3SFN
P.O. Box 97010
Redmond, WA 98073-9710

The invoice must show invoice number, site name, billing period, amount due for each site, Washington Sales Tax, grand total. Any reduced billing amount, payment deductions or approved additional work shall be included on the monthly invoice in an itemized manner.

In addition the name, address, and telephone number of the agency performing services must be shown. Payment will be made in the normal course of business following receipt of invoice (net 45 days).

K. Contractor's Staff Identification

The Contractor shall provide an identification system for personnel assigned to City sites and facilities which clearly indicate to city representatives and the public the name of the Contractor responsible for landscape maintenance services. The identification system shall be furnished at the Contractor's expense.

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IRRIGATION MAINTENANCE SPECIFICATIONS

TECHNICAL REQUIREMENTS

A. Maintenance Specifications

1. The Contractor will furnish all labor, tools, specialized equipment, materials, supervision and transportation to perform irrigation maintenance services as specifically outlined in these Specifications and the Annual Maintenance Schedule (Exhibit B).
2. All fieldwork shall be performed under the supervision of a irrigation specialist. Operators will be licensed for all functions, including backflow testing, and flagging, where required.
3. The Contractor will ensure that employees comply with all City of Redmond and Washington State Industrial regulations and practices.
4. Any Contractor having employees working on or near a street shall comply with City of Redmond and Washington State regulations pertaining to safety equipment, warning signs, and traffic control. Any work performed in the City right-of-way that demands a lane closure requires the issuance of a Street Use Permit. A Street Use Permit must be obtained from the City of Redmond Public Works Department prior to the start date of the work. A Traffic Control Plan that will be approved prior to the issuance of the Street Use Permit must accompany the Street Use Permit. All employees involved with flagging or placing traffic-directing devices in the roadway shall possess a valid Washington State Flagging Card. Employees working on or near a street must wear an approved safety vest. Employees performing any overhead maintenance must wear an approved safety helmet. Failure to comply with proper safety procedures may result in contract cancellation.
5. The Contractors personnel will conduct themselves on site in a professional manner at all times.
6. The Project Administrator will inspect work performed by the Contractor on a regular basis. In the event of work performance deficiencies, the Project Administrator will notify the Contractor. Notification may be in writing, and a timetable for resolution will be mutually agreed upon. The City shall then re-inspect the work within 24 hours of completion. The City shall accept or reject the work. If rejected, the City shall collect liquidated damages as described in the General Requirements, Section F, Non Performance Penalties.
7. Equipment intensive work such as the use of a air compressor shall not commence before 7:00 a.m. on weekdays and 9:00 a.m. on weekends and it is advisable that this work normally be completed before 3:30 p.m.
8. Report any damage, or potential hazard, involving park property immediately to the Park Operations Division office located at 18120 N.E. 76th Street, telephone 425-556-2322. Emergencies that occur after office hours should be reported to the Redmond Police/Fire Communications Center, telephone 911.

A. Maintenance Specifications - continued

9. Hazardous conditions shall be immediately remedied or secured to prevent further damage and/or protect the public from injury. It is the Contractor's responsibility to provide close supervision of maintenance operations and management of the site.
10. Incidents, altercations, or accidents involving the public, Contractor employees, or City employees shall be reported to the Project Administrator in a timely manner. The Project Administrator, at his or her discretion, may require a written report from the Contractor describing the incident or accident.
11. Any damage to structures or plant material due to Contractor negligence will be remedied by the Contractor, at their expense, in a timely manner.

B. Irrigation

1. Initial spring activation of the irrigation system shall be performed as indicated in the Annual Maintenance Schedule (Exhibit B). This will include activation of all of the irrigation zones and making any repairs or adjustments as needed. The Project Administrator shall be notified at this time so that the central control system (Maxicom) can be activated.
2. Maintenance of the irrigation system is required on a bi-monthly basis. This shall include the activation of all irrigation zones, checking proper sprinkler coverage, cleaning sprinkler heads as needed, and making adjustments as necessary to ensure proper irrigation system functioning. The Project Administrator shall be notified of electrical problems, watering excesses, or deficiencies.
3. Repairs of the irrigation system are required when damage or malfunction occurs to valves, sprinkler heads, electrical wiring, and P.V.C. mainline and lateral lines. Any repairs to the irrigation system are to be billed separately. A description of the work and price quote must be provided prior to commencement of work. Invoicing will be against a Blanket Purchase Order number set up to cover approved incidental expenses.
4. The winterization of the irrigation system shall be performed as indicated in the Annual Maintenance Schedule (Exhibit B). This will include removing water completely from the system with forced air, turning off water meters, and performing other services to winterize the system.
5. The location of utilities prior to irrigation repairs is the responsibility of the Contractor. The Parks and Recreation Department will maintain responsibility for locating irrigation as required by utility locates.

C. Hard Surfaces

1. Debris that accumulates as a result of work performed shall be removed from all hard surfaces. The use of power blowers is acceptable; however accumulations of debris must be removed from the site and not blown onto adjacent property or street surfaces.